Missouri Assessment Program
Student Barcode Label Instructions
Spring 2007

Please follow these instructions very carefully. Failure to do so could result in incorrect assessment results and inaccurate biographical information on reports.

⇨ **ABOUT YOUR STUDENT BARCODE LABELS**

Each row of labels contains three labels per student: A biographical label containing some basic student information and two identical student barcode labels.   Students participating in voluntary Science and Social Studies testing will receive two rows of labels, for a total of four student barcode labels.

DO NOT APPLY THE BIOGRAPHICAL LABEL TO THE TEST BOOK!
**Apply only the labels with barcodes as shown above.**

⇨ **VERIFY THE STUDENT DATA**

Check the student pre-code barcode label roster to confirm accuracy of student information. Note that the barcode labels do not display all of the information contained on the roster.

- Verify that the following information is accurate: STUDENT NAME, BIRTH DATE, GENDER, RACE/ ETHNICITY, MOSIS STATE ID, and DISTRICT STUDENT ID.

- If all information is accurate, affix the student barcode label as instructed below.

- If any of the preceding information is inaccurate, **do not use the student barcode label**. Instead, fill in **all** sections of the Student Information Sheet (SIS) on the inside front cover of the test book.

- If STUDENT NAME, BIRTH DATE, GENDER, RACE/ETHNICITY, MOSIS STATE ID, and DISTRICT STUDENT ID are correct, but any other student information provided with the label needs to be changed, affix the student barcode label as instructed below. Then, complete **only** those items on the SIS that require changes.

⇨ APPLY THE STUDENT BARCODE LABEL

Affix only one student barcode label to the designated area on the front cover of the student's test book.
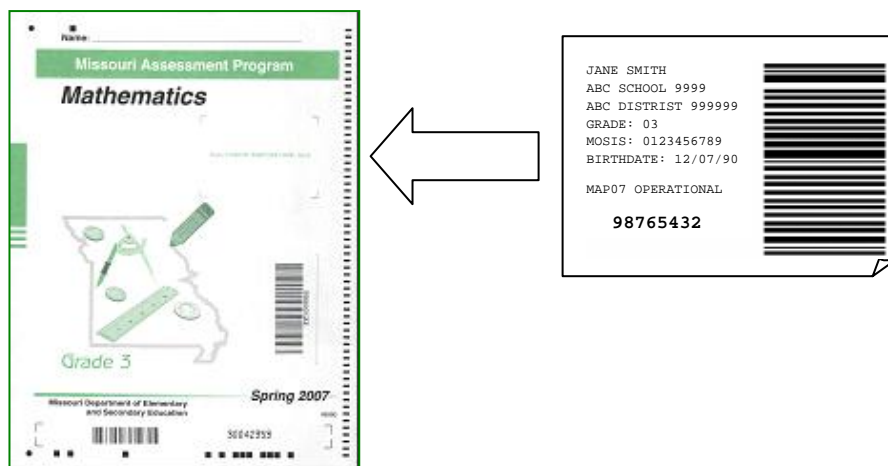
1. To ensure that the student barcode label scans properly, it is important that you:
   - ☑ Place the label within the positioning marks. The barcode label will not scan if placed outside of the designated area located on the right side of the front cover.
   - ☑ Position the barcode label as straight as possible. Skewed (rotated) labels will not scan properly.
   - ☑ Do not affix the label to the test book if the barcode is damaged or torn. Instead, bubble in all of the requested information on the SIS on the inside front cover of the test book.
   - ☑ Do not affix the label over the Security Barcode that is directly below the designated area.
2. Once the student barcode labels are affixed, they cannot be removed without damaging the test book and rendering the biographic information on the inside front cover of the test book non-scorable.

⇨ EXCEPTIONS

- If a student barcode label has already been affixed to a test book and the label is subsequently determined to be inaccurate (incorrect Student Name, Birth date, Race/Ethnicity, Gender, MOSIS State ID, or District Student ID), place **two** blank labels <u>over</u> the incorrect label. One blank label is not sufficient to obscure the barcode underneath. Then bubble all the information on the SIS.

- If it is determined that a label for one student has been affixed to a test book completed by a different student, place one blank label over the incorrect label; then affix the correct student barcode label over the blank label.

  Note: Blank labels have been provided within each package of student barcode labels and pre-code rosters for use in handling the exceptions described above.

- If there is no barcode label for a student, bubble all the biographical information on the SIS and **leave the barcode area blank**. It is important that nothing be written in that area—no teacher name, no school name, etc.